



KING COUNTY
HUMAN RESOURCES ANALYST
DEPARTMENT OF TRANSPORTATION/TRANSIT DIVISION
Human Resources Section
Hourly Rate \$24.1804 - \$30.65
Job Announcement No.: 03DP3849
OPEN: 11/17/03 CLOSE: 11/26/03

WHO MAY APPLY: This position is open to Department of Transportation employees who are career service employees, career service exempt employees, current probationary employees who attained career service status in a previous position.

WHERE TO APPLY: Required forms and materials **must** be sent to: **201 S. Jackson Street, M.S. KSC-TR-0419, Seattle, WA 98104** or hand-delivered to the Career and Employment Center at 201 S. Jackson Street, Floor 1A. Application materials must be received **by 4:00 p.m. on the closing date**. (Postmarks are NOT ACCEPTED.) Contact Delanie Peterson at (206) 684-1607 for further inquiries. **PLEASE NOTE:** Applications not received at the location and by the closing date and time, specified above, **will not be processed**.

FORMS AND MATERIALS REQUIRED: [A King County application form](#), resume, and letter of interest detailing your background and describing how you meet or exceed the requirements, are required.

WORK LOCATION: King Street Center, 201 S. Jackson St., Seattle, WA.

WORK SCHEDULE: This position is not exempt from the provisions of the Fair Labor Standards Act, and is overtime eligible. The 40-hour workweek is normally 8:00 a.m. to 5:00 p.m. Monday through Friday.

PRIMARY JOB DUTIES INCLUDE: Perform journey-level employment activities for the Transit Division; provide advice to management and other staff regarding the interpretation and application of County and transit division employment and other HR programs, policies, practices, and applicable employment labor contract articles involving selection. Participate on task forces, committees and other County programs that modify or create policies and other programs. Develop, implement and coordinate projects, such as classification/compensation, layoff, recall, career development, employee placement services, performance appraisals, and other programs that have division, department, or County-wide impact. Provides direction and work assignments to subordinate staff.

- Design and/or administer merit-based selection processes, instruments, and rating criteria.
- Conduct job analyses, recommend revisions to existing job descriptions and identify position requirements, performance expectations and critical success factors in the administration of selection processes.
- Develop and implement targeted recruiting strategies and activities; create job announcements and advertisements; ensure compliance with Title VII, ADA, and other non-discrimination law, practices, and county job accommodation program when administering employment processes.
- Conduct or coordinate applicant screening, testing, and interview process. Train interviewers on effective and legal interview practices. Assist or participate in briefing interview panelists and reviewing candidate assessment, documentation, and selection.
- Review, approve and input employee status changes that are entered into the PeopleSoft HR Information System.
- Process Time and Labor data into the PeopleSoft HR Information System.
- Administer classification and compensation decisions for employment actions.
- Develop, present and evaluate training programs regarding all facets of the employment process.
- Evaluate client concerns/complaints and take action to resolve problems and improve service.

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

(206) 296-5209 JOBLINE <http://www.metrokc.gov/ohrm/psd/openings.html> Website Address (206)-296-8535 TTY

QUALIFICATIONS: A bachelor's degree in Human Resources Management, Public or Business Administration or a closely related field, or an equivalent combination of education and experience is required. Other qualifications include:

- A minimum of 3 years of increasingly responsible human resource experience. Experience must demonstrate a working knowledge of state and federal discrimination law, general employment principles, and general labor law as they relate to designing and administering selection processes, advice, and decisions.
- Knowledge of and ability to apply human resources practices, especially fair employment law, to conducting job analysis, recruitment, interviewing and testing.
- Demonstrated ability to function in the PeopleSoft HR Information System to affect employee status changes and administer employment selection recruitments.
- Demonstrated ability to administer the Time and Labor functionality in the PeopleSoft HR Information System.
- Skill in effective time-management, planning, prioritizing and coordinating multiple projects with critical timelines.
- Experience with the ADA, FLSA, FMLA, Title VII, and applicable RCWs.
- Ability to successfully anticipate, identify and interpret potential employment problems and issues and create strategies to divert and/or resolve problems.
- Ability to operate without well-defined policy and recognize precedent-setting situations.
- Thorough knowledge of applicable legal constraints, which demonstrates the full use of professional judgment to devise creative solutions for hiring officials.
- The ability to direct the work of support staff.
- Excellent written and oral communication skills.
- Proficiency in the following: MSWord, Excel, Outlook, and the Internet. MS Access is a desirable.

NECESSARY SPECIAL REQUIREMENTS: A valid Washington State driver's license or the alternate ability to travel around the County is required.

SELECTION PROCESS: Applicants will be screened for qualifications, clarity and completeness of application materials. Qualified applicants may proceed to an interview.

UNION MEMBERSHIP: This position is not represented by a union.

CLASS CODE: 231201